



## BUSINESS LAW SECTION

THE STATE BAR OF CALIFORNIA

### INSTRUCTIONS FOR SETTING UP STATE BAR ONLINE MEMBER PROFILE AND UPDATING YOUR EMAIL ADDRESS & SUBSCRIBING TO SPECIFIC DISTRIBUTION LISTS

#### **Setting Up Your State Bar Profile**

Go to [www.calbar.ca.gov/members](http://www.calbar.ca.gov/members). Scroll down to the area entitled “New Users”, click on REGISTER NOW and follow instructions. You will need an Access Code in order to establish your Profile. Your Access Code appears on your most recent State Bar dues bill. If you do not have a copy of your dues bill handy, you can request it by simply sending an email either your name and Bar # to: [billing@calbar.ca.gov](mailto:billing@calbar.ca.gov).

Once you have set up your Profile, you will have *password*.

To access your Profile in the future, go to [www.calbar.ca.gov](http://www.calbar.ca.gov) (the State Bar home page). On the left side of the home page, enter your State Bar # and password. You will immediately be taken to your Online State Bar Profile.

#### **Updating your Email Address & Subscribing to Specific Distribution Lists**

Click on the SECOND link under **Membership Record** entitled “*Change my email addresses and list subscriptions*”.

##### 1. Changing your email address

You will see two boxes (one for your public email address, which is optional; and a second for your private email address, which is required). *Your private email address is the address that is used for all of the electronic distributions lists that you are on.* Be sure that this address is kept current and accurate, or you will not receive important distributions for the Section and its committees.

##### 2. Changing your email list preferences

Below the email address area, you will see a category entitled “Email List Subscriptions”. You will see the names of all of the lists to which you may subscribe. Click on the boxes to subscribe to specific lists. (The first box entitled “Business Law Section: All Members” will allow you to get notices that go to the entire Business Law Section including the monthly Business Law E-News.)